



Make a Difference

MAINE

State Government

- Public Service
- Career Diversity
- Over 10,000 Employees
- Statewide Locations
- Benefits
- Retirement
- Paid Holidays
- Training
- Career Path
- Promotional Opportunities
- Part Time
- Full Time
- Seasonal Jobs

HOW TO APPLY

Clicking on the **APPLY NOW** link next to the job title on the Open Competitive Listing will bring you to the online application process.

ADDITIONAL INFORMATION

Your application evaluation results will be emailed to the address you use to login to your online account.

Qualified applicants will be placed on an Employment Register for this classification.

The Bureau of Human Resources reserves the right to use any scoring methods necessary to identify the most qualified candidates.

Career Opportunity Bulletin

OFFICE SPECIALIST I

Code: 654600

Pay Grade: 16 (\$13.55 - 18.97/hr.)

Open for Recruitment: July 1, 2013 - *Until Canceled*

JOB DESCRIPTION

This position provides assistance to an agency and/or the public requiring established specialized skills/knowledge, a proficient knowledge of modern office practices and office equipment necessary to perform diverse administrative functions. As an Offices Specialist I you will use independent judgment, initiative, and discretion to make determinations on varied matters.

Typical Duties

- Reviews, updates, revises, verifies, reconciles, maintains, edits and/or adjusts payroll transactions and/or personnel transactions.
- Reviews input/output of information from electronic information systems and develop/implement quality control standards for data input structures and output quality assurance.
- Codes, computes, verifies posts, reconciles, and/or updates standard documents and financial transactions.
- Writes summary reports and trend analyses.
- Recommends operational improvements.
- Researches, compiles, and analyzes complex information to reach a conclusion and/or make recommendations.
- Presents routine factual information to individuals/groups.
- Repairs, service, clean, and/or maintain issued materials.
- Determines and requisition inventory/supplies.
- Develops, posts to, amend, and/or updates web pages using established content and knowledge of modern office software.
- Examines motor vehicle title applications and associated documents such as liens, chain of ownership, vehicle and odometer information, and signatures to determine vehicle ownership and compliance with applicable regulations.

MINIMUM REQUIREMENTS

In order to qualify, you must have training, education or experience in office and administrative support work that demonstrates 1) competency in applying a proficient knowledge of modern office practices to perform advanced administrative support tasks requiring specialized skills and 2) the ability to use independent judgment, initiative and discretion to make determinations on varied matters.

Value of State-paid Dental Insurance: \$13.69 biweekly

Value* of State-paid Health Insurance:

- Level 1: 100% State Contribution (employee pays nothing): \$363.77 biweekly
- Level 2: 95% State Contribution (employee pays 5%): \$345.58 biweekly
- Level 3: 90% State Contribution (employee pays 10%): \$327.39 biweekly
- Level 4: 85% State Contribution (employee pays 15%): \$309.20 biweekly

*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2013.

Value of State's share of Employee's Retirement: 17.07% of pay.

Maine State Government is an Equal Opportunity/Affirmative Action Employer